

ITAC Court Core Data Transfer Project Update

CCDT

08-11-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

▪ **Major Activities Completed This Reporting Period**

1. Met with CCDT Working Group.
2. Established & circulated initial membership/attendance list
3. ITLO announced that:
 - a. participants are expected to represent their agency, and turn in only one work product per agency.
 - b. unlike the ACDT project, no attempt will be made to compensate for agencies not participating in this Working Group; after the deliverables are completed, resources for change will be the responsibility of the individual agencies
4. Notes from CCDT 08/09/04 Work Session posted on Virtual Office
5. ITAC Legislative Working Group Final Report posted on virtual Office
6. Maryland Standardized Charge Code copy located and portions copied for CCDT Work Group

▪ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

Subcontractors: N/A

This project will not utilize ITAC sub-contractors

Project Management:

1. Update, correct and add to membership list
2. Provide a copy of the study completed by the ITAC Legislation Working Group which addresses the issue of CHRI and a Central Repository to the CCDT Working Group.
3. Provide a copy of a portion of the charge code table developed in a neighboring state.

4. Request a copy of the court's PowerPoint presentation from the 08//02/04 work session for the Virtual Office.
5. Request soft copies of all agency work products.
6. Prepare for the next CCDT meeting.

Project Working Group:**Agencies:**

- 1) Please identify any archive files maintained by the agencies which contain / duplicate "old" court data.
- 2) Please identify, by year, the data the agency would require the courts convert and make available to the agency for each type of charge listed below. Also include whether the data would represent only convictions or all cases. Please expand the "charge type" as necessary.
Types:
 - DC misdemeanors
 - Traffic
 - US misdemeanors
 - Felonies
 - SP / Fugitive
- 3) Please include DC Tracking Number in the data identified to be made available by the courts.
- 4) Please provide for input and maintenance of the DC Tracking Number in the agency data base.
- 5) Please provide for the DC Tracking Number to be passed to the courts as agency input as both data and document transfer.
- 6) Please list the agency business processes which require court data. Copies for work group. (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as "T.1 USAO Court Process Chart")
- 7) Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as "T.1 CIS Data Field Definition Chart")
- 8) Please include, as additional columns or in the comments as appropriate:
 - the best delivery method – for example "push as data", "electronic transfer of document", paper document, etc.
 - the best timing of the delivery.
- 9) Please make a "wish list" using the chart identified above, of data which the agency currently does not receive from the courts (and/or such court data obtained from third parties). Please identify such data as either "mission critical" or "desirable" in the comments column.
- 10) Please provide a master list of all data identified in the above exercises. Please identify "wish list" data by utilization of colors or fonts types differentiating this data from data currently received. Copies for work group.

Courts:

- 1) Please define "archive". Copies for work group.
- 2) Please list the court business processes which require agency data. Copies for work group. (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as "T.1 USAO Court Process Chart")
- 3) Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as "T.1 CIS Data Field Definition Chart")
- 4) Please include, as additional columns or in the comments as appropriate:
 - a. the best delivery method – for example "push as data", "electronic transfer of document", paper document, etc.
 - b. the best timing of the delivery.

- 5) Please make a “wish list” using the chart identified above, of data which the court currently does not receive from the agencies (and/or such agency data obtained from third parties). Please identify such data as either “mission critical” or “desirable” in the comments column.
- 6) Please provide a master list of all data identified in the above exercises. Please identify “wish list” data by utilization of colors or fonts types differentiating this data from data currently received.
[Copies for work group.](#)

▪ **Project Schedule**

This project will make every effort to conclude by 09/30/04
The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

- **06/24/04** – Agreement to Proceed with CCDT Working Group Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/06/04** – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule
- **07/22/04** - Review and Modification of Presentation for ITAC – Permission to Proceed
- **07/26/04** – No meeting
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/09/04** – Court Presentation of Criminal Data Dictionary, Data Sharing Standards, Policies and Practices
- **08/16/04** - Individual Descriptions of Agency Court Data Utilization and Court’s Agency Data Utilization
- **08/23/04** - Individual Agency Court Data Requirements and Court’s Agency Data Requirements
- **08/30/04** - Individual Agency Data Delivery Requirements
- **09/06/04** – Data / Record Layout Requirements & Screen / Document Requirements (moved up in schedule)
- **09/13/04** – No work Session - Holiday
- **09/20/04** - Final Draft & Closing Review, Prepare Presentation
- **09/23/04** -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

▪ **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

[No Budget – each agency is participating using existing resources.](#)

▪ **Issues of Concern**

Open Issues of Concern

1. **None**

Closed Issues of Concern

1. Resolution: The ITAC has given the CCDT Working Group permission to proceed. The ITAC will be required to approve the project and give permission to proceed
2. Resolution: The Court Project Manager recognized this deficiency and will provide leadership on these subjects during the course of the project. The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer
3. Resolution: The DCSC CIO has discussed the issue with his project team and vendors. The court expects to be using GJJXDM by December. The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”
4. Resolution: All agencies have been notified of the activity and invited to participate. The project schedule will not allow a “hold” while other agencies make a determination to participate. “The train has left the station.” The US Marshal Service visited the ITLO and Security Officer and has been invited to join the effort. Although the number of individuals representing different portions of member agencies is participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.

- **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces